



## Contract Administration Learning Path Courses FY21

Course Title	Date	Time	Location	Instructor(s)
Overview of Contract Administration	October 7, 2020	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Overview of Contract Administration	November 4, 2020	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Overview of Contract Administration	January 20, 2021	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Overview of Contract Administration	April 14, 2021	1 – 4 p.m.	Live Webinar	Pam Jones and Megan Greene
Contract Compliance Programs	September 28, 2020	10 a.m. – Noon	Live Webinar	Grace Denno
Contract Compliance Programs	January 27, 2021	10 a.m. – Noon	Live Webinar	Grace Denno
Contract Compliance Programs	May 26, 2020	10 a.m. – Noon	Live Webinar	Grace Denno
Payment Processing	October 13, 2020	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Payment Processing	December 15, 2020	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Payment Processing	February 16, 2021	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Payment Processing	April 8, 2021	10 a.m. – Noon	Live Webinar	Karen Smith and Rassa Davoodpour
Contract Drafting and Risk Management	November 4, 2020	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Drafting and Risk Management	February 10, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Drafting and Risk Management	April 27, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Negotiation	November 12, 2020	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Negotiation	February 17, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry
Contract Negotiation	May 4, 2021	9 a.m. – 1 p.m.	Live Webinar	Trevor Ashbarry

Grant Funded Contracting	January 20, 2021	10 a.m. – Noon	Live Webinar	Jeri Cauthorn

### Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- **Registration closes 24 hours in advance of the class. An Outlook email with a webinar link to join the class will be sent to participants prior to the class.**

### ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov) at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.